



City of Union

March 8, 2024

Dear Consultant,

The City of Union is requesting the services of a consulting engineering firm interested in providing professional services for a 500,000 gallon elevated water storage tank. The City of Union is currently evaluating properties to locate the new elevated water storage tank. If your firm would like to be considered for these consulting services, you may express your interest by responding to the appropriate office, which is indicated below. Limit your letter of interest to no more than ten (10) pages. This letter should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, other projects your company has recently completed or are now active, and previous state and/or federally funded project experience.

It is required that your firm's Statement of Qualification (RSMo 8.285 through 8.291), Affidavit of Compliance with the federal work authorization program, and a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) is submitted with your firm's Letter of Interest. These documents are not included in the total page count limit.

If your firm would like to be considered for these consulting services, please deliver all letters by 2:00 P.M. CDT on March 22, 2024 to:

City of Union
Engineering Department
10 E Locust Street
Union, MO 63084

Submittals shall be clearly labeled **City of Union – FY 2024 Elevated Water Storage Tank**.

Sincerely,

A handwritten signature in cursive script that reads "James D. Kelley".

J.D. Kelley, P.E.
City Engineer

attachments



ANTICIPATED SCOPE OF WORK

- 1) Perform surveys, investigations, and analysis to provide necessary data and information for project design.
- 2) Provide design services for a 500,000-gallon elevated water storage tank, which may include but are not limited to:
 - a) Environmental and geotechnical investigation services or coordination of these services.
 - b) Producing construction plans, specifications, and contract documents.
 - c) Providing bidding administration and recommendation of project award.
 - d) Providing required permitting through state and federal departments or agencies.
 - e) Surveying, right-of-way and easement document preparation.
- 3) Provide construction engineering, inspection, and administration services, including but not limited to, shop drawing review and approval, address contractor questions or request for information, review pay applications, and part-time construction observation.
- 4) Preparation of as-built plans and project closeout documents, as may be required by state and federal departments or agencies.

PROJECT FUNDING

- 1) This project is being partially funded through the Legislative Priority State ARPA grant program. MoDNR project number is DNR-LP-850040EB4E1C. Final reimbursement must be received prior to December 31, 2026.

PROPOSAL REQUIREMENTS

Pursuant to the Brooks Act for Consultant Selection, the qualifications will be scored based on the following criteria.

- Experience and technical competence (30 points)
- Past Performance (30 points)
- Capacity and Capability (25 points)
- Project approach (10 points)
- Proximity and familiarity with area (5 points)

QUALIFICATIONS

Qualifications are not limited to, but should include the following:

- 1) (30 max points). The specialized experience and technical competence of the firm with respect to the type of services required includes, but is not limited to:
 - a) A brief description of the firm
 - b) A list of key personnel involved in the work and any experience or expertise they have related to the type of work requested, and the role those key personnel will fulfill in the project.
 - c) The office location of each key personnel.
 - d) This summary should include the same specialized experience, technical competence and firm information for all associates or sub-consultants anticipated to be involved in providing services on the project on behalf of the firm.
- 2) (30 max points). The past performance of the firm (or firms) with respect to such factors as control of costs, quality of work, and ability to meet schedules including, but not limited to:



- a) A listing and description of similar projects that have been completed by the firm in the past five (5) years.
 - i) At minimum, a list of the last five (5) similar projects completed by your firm, design time as per the Agreement vs. actual design time, engineer's estimated cost of construction, low bid, final construction costs and owner contact information (address, phone number and contact person for the agency)
 - b) The estimated schedule for completion of the design requirements of this project
 - c) A brief discussion of the firm's project approach and scope. Highlight any practical design and creative processes utilized in solving project problems to provide quality control and reduce construction costs on past projects.
 - d) A description of the firm's processes that affect and control the project schedule, such as coordination with outside agencies (utility companies, permitting agencies, etc.)
- 3) (25 max points). The capacity and capability of the firm (or firms) to perform the work in question, including specialized services within the time limitations fixed for completion of the project including, but not limited to:
- a) It is understood that some firms do not employ all necessary in-house professional disciplines to accomplish a given project. A description of any arrangements/joint venture made with any other firm should be included.
- 4) (10 max points). Presentation of the firm's approach to the project, including but not limited to:
- a) Significant or unusual issues, problems, and difficulties it has identified that will influence the development of the project.
 - b) The firm's understanding of special requirements, codes, and regulations pertinent to the project.
 - c) The firm's internal quality assurance and quality control procedures.
- 5) (5 max points). The firm's proximity to and familiarity with the area in which the project is located including, but not limited to:
- a) The firm's sensitivity to citizen concerns and the need for sharing project information with the public and elected officials.
 - b) The familiarity of the firm with the project, including a discussion explaining the benefit the City of Union would gain by selecting the firm with regard to both the firm's anticipated technical approach on this project and overall participation as a project team member.
- 6) Include with the submittal, a clean, legible, active copy of an Affidavit of Compliance and a copy of the E-Verify MOU.

SUBMITTAL REQUIREMENTS

Four (4) paper copies and an electronic version (pdf) on a USB flash drive shall be received by the deadline at the address listed above.

SELECTION PROCESS

Proposals received will be evaluated for adequacy of content for the items noted above by a staff review committee. The competency of all firms (including applicable subcontracted firms) will be reviewed and ranked as a whole. The staff review committee will rank the firms and select the top firms that they believe to be the best qualified and capable of performing the desired work. These selected firms will then present to the Board of Alderman for final ranking. The City will then, for a



basis for negotiations, prepare a detailed scope of services, with the highest ranked firm. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm shall be terminated and the City will begin negotiations with another qualified firm. The City does reserve the right to reject any or all responses, to request interviews for further information, or to cancel the project.

ANTICIPATED SCHEDULE

Below is the anticipated schedule of this project. All dates are considered approximate.

March 22, 2024	RFQ's due by 2:00 P.M.
March/April 2024	Selection committee ranks design firms based on qualifications
April, 8 2024	Interviews
April 2024	Negotiate scope of work and price
May 2024	Submittal of contract to Board of Aldermen for authorization
May 2024	Contract execution
May 2024	Estimated Notice to Proceed

END RFQ